



GOVERNMENT OF ASSAM  
COMMISSIONERATE OF PANCHAYAT AND RURAL DEVELOPMENT  
PANJABARI, GUWAHATI-37.

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No.-6886111/1240585/2025

08-09-2025

**Terms and Reference for advertisement for temporary/contractual posts in the Office of the Commissioner, Panchayat & Rural Development, Assam**

**1. Background:**

The Panchayat & Rural Development Department largely works to enhance livelihood opportunities, address chronic poverty, provides social security, and works for economic inclusion of rural poor families. The Panchayat & Rural Development Department has been implementing several programmes in the rural area of the State by empowering rural poor through power of rights-based law, aiming to transform the geography of poverty in the State. The office of the Commissioner, Panchayat & Rural Development engages a large number of contractual employees in various capacities at the State, District, Block and Panchayat level.

The following 2 (two) positions advertised here are under State Program Management Unit (SPMU) of Pradhan Mantri Awaas Yojana (PMAY-G) at O/o Commissionerate P&RD Assam, Juripar, Panjabari Road, Guwahati-37

- a. State Program Manager (SPM) – PMAY-G
- b. State Program Executive (Data Analysis & Management) – PMAY-G

The positions are based in the Office of the Commissionerate P&RD, Assam, Guwahati.

**2. Source of Fund:**

The remuneration for the position will be paid from the administrative expenses of the respective schemes.

**3. Scope of Assignment:**

- a. State Program Manager - PMAY-G will be responsible for overall implementation of the scheme, along with preparation of Annual Action Plans and Micro plans. She/He will coordinate with the Ministry of Rural Development, Govt. of India, as well as other Stakeholders for smooth implementation of all verticals of the scheme.
- b. State Program Executive (Data Analysis & Management) – PMAY-G will be responsible for analysis of data and monitoring of the scheme.

These positions are purely temporary in nature and engagement will be for a period of one year only from the date of joining, which may be extended based on performance, but will invariably be co-terminus with the tenure of the scheme/program finally appointed.

**4. Qualification Requirement, Minimum Experience, and age limit**

Sl.	Nature of the Position	Education Qualification and experience required	Remuneration and allowance (in Rs. per month)	Age limit as on 01/01/2025
1.	State Program Manager – PMAY-G	<p><u>1. Educational Qualification:</u> MBA/M.Tech(Civil/IT/CSE/Electronics &amp;telecommunication) /MCA/M.Sc. (CSE/IT)/ with minimum 60% marks or equivalent grade in the qualifying examination.</p> <p><u>2. Work Experience:</u> Candidate for this position should have a minimum of 10 years of post-qualification working experience in any public sector/reputed private sector (having at least 5 years of experience in Rural Development works/project).</p> <p><u>3. Knowledge of English, Hindi, and local language is mandatory.</u></p>	Rs.75,000/- + applicable allowances will be provided	Up to 40 years
2.	State Program Executive (Data Analysis & Management) – PMAY-G	<p><u>1. Educational Qualification:</u> B.E (CSE/IT) or BCA/BSc(IT)/BSc (CSE) with minimum 60% marks or equivalent grade in the qualifying examination.</p> <p><u>2. Work Experience:</u> Candidates for this position should have a minimum of 6 years of post qualification working experience with industry or in government sector in similar job profile (having at least 3 years of experience in Rural Development works/project). Certification in Data Analysis from a reputed organisation is preferred.</p> <p><u>3. Knowledge of English, Hindi, and local language is mandatory.</u></p>	Rs.50,000 + applicable allowances will be provided	Up to 30 years

## 6. Language Skills:

The candidate should be fluent in English and Hindi language apart from Assamese language as they have to communicate with the Ministry of Rural Development, Govt. of India.

## 7. Application Process:

- Only applications submitted online via the Google Form will be considered. Applicants must upload scanned copies of the required documents along with the online submission.
- The link for Online Application will be active from 10:00 Hrs of 10<sup>th</sup> September 2025 and will remain active till 23:59 Hrs of 20<sup>th</sup> September 2025. No communication in respect of

submission of Online Application will be entertained once the submission date is over.  
Mode of Application is online only.

3. The short-listed candidates have to appear for a selection process for which no TA/DA shall be paid.
4. Details of selection process will be communicated only to the shortlisted candidate through email.
5. For any technical issues, candidates may email [recruitment.cprd@gmail.com](mailto:recruitment.cprd@gmail.com) or contact the call center at 1800-123-3230.

**8. Terms and Conditions:**

1. The department reserves the right to cancel the position at any stage of the recruitment process.
2. All selection and assignment of service/ program will be through merit & final decision of the committee is all binding.
3. At any stage of recruitment, if it is found that the candidate does not fulfil the eligibility criteria and /or that he / she has furnished incorrect/false information / certificates / documents or has suppressed any material fact (s), his / her candidature/appointment will stand cancelled and necessary legal action will be initiated.
4. The decision of the Selection Committee in any matter related to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
5. Initially this engagement will be for 364 days. Based on performance, fund availability and requirement of the schemes, contract may further be extended.
6. The department reserve the right to choose to create waitlist of suitable candidates, which would remain valid for 12 months from the date of declaration of result.
7. Only those candidates who agree to the conditions laid down in the advertisement & terms of reference may apply.

Digitally signed by  
JALLI KEERTHI  
Date: 08-09-2025  
17:08:27  
Commissioner,  
Panchayat & Rural Development, Assam